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November 19, 2009

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Agenda for the November 19, 2009 CAA Meeting

Item approved: 09-72, Health Studies: Community Health Option (Revised Major)

Items Pending: 09-13, Proposal to Add a New Requirement for Graduation: Writing-Intensive and/or Writing Centered Course Completion
09-73, FCS 1275, Family and Consumer Sciences Practicum (New Course)
09-74, FCS 2275, Internship for Non-Majors (New Course)
09-75, IGP 52.1, Posthumous Recognition (New Internal Governing Policy)

Council on Academic Affairs Minutes

November 19, 2009

The November 19, 2009 meeting of the Council on Academic Affairs was held at 2:00 p.m. in Room 3108, Blair Hall.

Members Present: Dr. Bower, Dr. Campbell, Ms. Green, Dr. Hendrickson, Mr. Lambert, Dr. Mitchell, Mr. Pickham, Dr. Reid, Ms. Ruholl, Dr. Sterling, and Dr. White.

Members Absent: Dr. Shelton.

Staff Present: Dr. Herrington-Perry and Ms. Fopay.

Guests Present: Dr. Bates, Health Studies, and Dr. Dietz, Health Studies.

I. Approval of the October 15, 2009 CAA Meeting Minutes.

The minutes of October 15, 2009 were approved as written.

II. Approval of the November 11-12, 2009 CAA Electronic Meeting Minutes.

The minutes of November 11-12, 2009 were approved as written.

III. Communications:

a. Curriculum Committee Meeting Minutes:

1. Minutes of the September 10, 2009 Honors Council Curriculum Committee meeting.
2. Minutes of the September 24, 2009 Honors Council Curriculum Committee meeting.
After reviewing the Honors Council Minutes, Dr. Reid noted that Dr. Shelton, Chair of the History Department, had received a memo from the Honors College, which she forwarded to the history faculty members, indicating that, effective Fall 2009, faculty proposing new honors courses will be required to state how the course will incorporate integrative learning. The Honor Council Minutes CAA has received thus far do not reference this requirement; nor has the Council received a copy of Dean Irwin's memo. Dr. Reid will look into it and get back to CAA at its next meeting.

Dr. Sterling arrived at 2:05 p.m.

3. Minutes of the October 12, 2009 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.
4. Minutes of the October 12, 2009 College of Education & Professional Studies Curriculum Committee meeting.
5. Minutes of the October 16, 2009 College of Sciences Curriculum Committee meeting.
6. Minutes of the October 16, 2009 Writing Across the Curriculum (WAC) meeting.
7. Minutes of the October 26, 2009 College of Education & Professional Studies Curriculum Committee meeting.
8. Minutes of the October 30, 2009 College of Sciences Curriculum Committee meeting.

Dr. White arrived at 2:07 p.m.

9. Minutes of the November 9, 2009 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.
10. Minutes of the November 13, 2009 College of Sciences Curriculum Committee meeting.

b. Waiver Reports:

1. Academic Waiver Reports for October 2009 from Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.

c. Executive Action Request:

1. November 9, 2009 email from Associate Dean Poulter, CAH, requesting executive action to move ENG 3907 from group 5 to group 2 within the English major. Note: Associate Dean Poulter forwarded the request to revise the English Teacher Certification Program to the Council on Teacher Education for action.

d. Other:

1. October 12, 2009 memorandum from Dr. Jill Owen, Kinesiology & Sports Studies, regarding NCAA Athletics Recertification Process and Self-Study.
2. 2009-10 Honors Council membership list from Dean Irwin, Honors College.
3. October 19, 2009 email from Ms. Sue Harvey, Registrar, indicating that the President's Council recently approved changes (**See below**) to Internal Governing Policy 65: Student Withdrawal which impacts the late/retroactive withdrawals section of the catalog.

Late/Retroactive Withdrawals

A student may request a late/retroactive withdrawal through the course instructor when a documented illness or extraordinary circumstance prevents withdrawal from a course by the established deadlines. Failing a class is not an appropriate reason to seek a late/retroactive withdrawal. Students who are failing a course should follow the "Repeating Courses" policy stated in the catalog. The deadline for a filing for a late withdrawal for fall semester is March 15th for the immediately preceding fall semester and October 15th for the immediately preceding spring or summer. ~~Students will be assessed a non-refundable \$25 Late Withdrawal Fee per late withdrawn credit with a maximum of \$100 per occurrence upon submission of the request.~~ **Students will be assessed a non-refundable Late Withdrawal Fee of \$25 per late withdrawal credit requested with a maximum of \$100 per occurrence.**

The Office of the Registrar and Enrollment Management will forward all appeals of the Registrar's determination of Late/Retroactive Withdrawal to the Appeal Committee, whose decision is final and not subject to further appeal.

Procedures for submitting/responding to late/retroactive withdrawals requests are available at <http://www.eiu.edu/~registra/retro.html>

4. October 23, 2009 memorandum from Dr. Mary Herrington-Perry, Academic Affairs, regarding revisions to the record retention policy for academic materials.
*At its October 5, 2006 meeting, CAA approved a new policy governing record retention of academic materials used to determine student grades. Afterwards, the item was sent to the Council on Graduate Studies (CGS) for approval, but was removed from its agenda on April 17, 2007 until the State of Illinois could provide additional information. The item was re-added to the CGS agenda and approved by CGS, with revisions (**See below**), pending the President's Council approval, at its October 20, 2009 CGS meeting.*

*Today, the CAA members did not express concerns about the revisions, so Dr. Herrington-Perry will forward the revisions (**See below**) to the President's Council for approval.*

Record Retention for Academic Materials. Instructors shall keep accurate records of all marks which are used in determining a student's grade and shall retain such records for at least one academic year from the date on which the grade was submitted. Instructional staff members ~~who are going on leave~~ **will be unavailable for one semester or more** or who are leaving the employ of the University shall ~~deposit~~ **make** copies of such grading records **accessible to the department chairperson** ~~in departmental (or college) offices.~~

All papers, exams, reports, etc., submitted by students in fulfillment of course requirements and not returned to students also shall be subject to these provisions. Unless informed otherwise in writing, students shall normally have the right to examine such exams and papers, etc., under conditions and stipulations determined by the course instructor.

5. Copy of October 23, 2009 email to academic deans from Dr. Jeffrey Cross, Academic Affairs, regarding course syllabi and a Student Success Center statement.
6. October 28, 2009 memorandum from the College of Education & Professional Studies Curriculum Committee regarding the Writing Across the Curriculum proposal (CAA Agenda Item 09-13).
Dr. Hendrickson recommended that the council may want to hold on to this communication to refer back to when the council discusses agenda item 09-13 at a future meeting,

IV. Committee Reports:

None.

V. Items Added to the Agenda:

1. 09-73, FCS 1275, Family and Consumer Sciences Practicum (New Course)
2. 09-74, FCS 2275, Internship for Non-Majors (New Course)
3. 09-75, IGP 52.1, Posthumous Recognition (New Internal Governing Policy)

Dr. Reid moved and Dr. Ruholl seconded the motion to add these items to the agenda.

VI. Item Acted Upon:

1. **09-72, Health Studies: Community Health Option (Revised Major)**

Dr. Bates and Dr. Dietz presented the proposal and answered questions of the council.

Dr. Sterling moved and Ms. Green seconded the motion to approve the proposal. The motion passed unanimously.

The proposal (**See Attachment A**) was approved, effective Fall 2010.

VII. Pending:

1. 09-13, Proposal to Add a New Requirement for Graduation: Writing-Intensive and/or Writing Centered Course Completion

The next meeting will be held Thursday, December 3, 2009.

Dr. White moved and Mr. Lambert seconded the motion to adjourn the meeting.

The meeting adjourned at 2:20 p.m.

—Minutes prepared by Ms. Janet Fopay, Recording Secretary

The current agenda and all CAA council minutes are available on the Web at <http://www.eiu.edu/~eiucaa/>. In addition, an electronic course library is available at <http://www.eiu.edu/~eiucaa/elibrary/>.

***** ANNOUNCEMENT OF NEXT MEETING *****

January 29, 2009

Conference Room 4440 – Booth Library @ 2:00 p.m.

Agenda:

1. 09-73, FCS 1275, Family and Consumer Sciences Practicum (New Course)
2. 09-74, FCS 2275, Internship for Non-Majors (New Course)
3. 09-75, IGP 52.1, Posthumous Recognition (New IGP)

Approved Executive Actions:**LCBAS****Effective Spring 2010**

1. Revise the prerequisites for INT 2324

2324 INT Electronic Control Systems. (2-2-3) F, S. An introduction to basic electrical industrial control concepts. Topics included basic electrical concepts, basic electrical automation and control concepts, introduction to loads and actuators, control sequencing and data acquisition fundamentals. Prerequisite: MAT 1270 **or Math ACT score of 20 or higher.**

2. Update the prerequisites for INT 2523.

2523 INT Routing and Switching Fundamentals. (2-2-3) F. An in-depth hardware course in computer hardware systems, Open Systems Interconnect (OSI) model layers, configuration details of Internet Protocol routing, switching topics, and router operation as applied to industrial settings. Prerequisite: **BUS 1950 INT 1323.**

3. Update the prerequisites for INT 4673.

4673 INT Work Measurement and Method Design. (3-0-3) S. Principles of motion and time study and methods engineering for the purpose of increasing productivity and reducing human effort. Special emphasis will be given to design and measurement of work in industrial environments. Prerequisite: **INT 1263 and** MAT 2110G or 1441G.

4. Revise the prerequisites for INT 4803.

4803 INT Plant Layout and Material Handling. (3-0-3) F. Study of the arrangement of physical facilities and material handling to optimize the interrelationships among operating personnel, material flow, and the methods required in achieving enterprise objectives efficiently, economically, and safely. Prerequisite: **INT 1323, INT 2043, and INT 1263 MAT 2120G or 1441G.**

5. Delete the prerequisites for INT 4833.

4833 INT Automatic Identification and Data Capture. (2-2-3) F, S. A study of the methods and systems used to automatically identify objects. Various forms of keyless data entry and capture through class and lab experience will be studied; bar coding, scanning, radio frequency identification (RFID), voice data entry, vision, biometrics, and other systems. **Prerequisite: INT 2324 Electronic Control Systems or equivalent.**

6. Amend the prerequisites for INT 4943.

4943 INT Manufacturing Management. (3-0-3) F, S. Survey of technical management areas in a manufacturing operation. This course will include but not be limited to a study of production control methods, plant layout, scheduling, inventory control, and other phases of planning, organizing, and controlling a manufacturing operation. Prerequisite: **BUS 3010 and either MAT 2110G or 1441G or permission of the instructor. INT 1323, MAT 2120G or 1441G, and either BUS 2810 or MAT 2250G. WI**

Pending Executive Actions:**CAH****Effective Fall 2010**

1. Move English 3907 from Group 5 to Group 2 in the English Major.

Group 2 - Focused Study in Multicultural Literatures (3 credits).**One of:**

- ENG 2705 - African-American Literature. Credits: 3
- ENG 2850 - Postcolonial Literatures in English. Credits: 3
- ENG 3705 - American Multicultural Literatures. Credits: 3
- ENG 3907 - Asian Literatures Credits: 3**
- ENG 4750 - Studies in African-American Literature. Credits: 3
- ENG 4850 - Studies in Third World Literatures. Credits: 3

Group 5 - English Electives

- ENG 2001 - Creative Writing: Nonfiction. Credits: 3
- ENG 2003 - Creative Writing: Poetry. Credits: 3
- ENG 2005 - Creative Writing: Drama. Credits: 3
- ENG 2007 - Creative Writing: Fiction. Credits: 3
- ENG 2602 - World Literature since the Renaissance. Credits: 3
- ENG 2603 - Greek and Roman Mythology. Credits: 3
- ENG 2692 - World Literature since the Renaissance, Honors. Credits: 3
- ENG 2760 - Introduction to Professional Writing. Credits: 3
- ENG 3005 - Technical Communication. Credits: 3
- ENG 3009G - Myth and Culture. Credits: 3
- ENG 3099G - Myth and Culture, Honors. Credits: 3
- ENG 3405 - Children's Literature. Credits: 3
- ENG 3504 - Film and Literature. Credits: 3
- ENG 3600 - The Bible as Literature. Credits: 3
- ENG 3604, 4 - Special Topics in Literature and Language: English Elective. Credits: 3
- ENG 3606 - Modern Drama. Credits: 3
- ENG 3706 - American Regional Literature. Credits: 3
- ENG 3903 - Women, Literature, and Language. Credits: 3
- ENG 3907 - Asian Literatures Credits: 3**
- ENG 3970 - Study Abroad. Credits: 1 to 15
- ENG 4275 - Internship in Professional Writing. Credits: 4
- ENG 4752 - Studies in Drama. Credits: 3
- ENG 4760 - Studies in Professional Writing Credits: 3
- ENG 4761 - Creative Nonfiction Writing Credits: 3
- ENG 4762 - Poetry Writing. Credits: 3
- ENG 4763 - Fiction Writing. Credits: 3
- ENG 4764 - Play Writing. Credits: 3
- ENG 4903 - Young Adult Literature. Credits: 3
- ENG 4905 - Studies in Children's Literature. Credits: 3
- ENG 4906 - Problems in the Teaching of English. Credits: 3

Attachment A**Health Studies: Community Health Option****(BS)**Total Semester Hours: **58 70**

There are three concentrations in the option: Community Health Promotion/Education, Community Health Counseling, and Community Health Administration. Courses for these concentrations must be selected in consultation and approval by the department academic advisor.

This major requires the following components:

Concentration I, II, or III below. Credits: 15

AND**Core Courses:**

BIO 2001G - Human Physiology. Credits: 4
 HST 2000 - Principles of Human Health. Credits: 3
 (See Footnote *)
 HST 2250 - Professions in School and Community Health. Credits: 1
 (See Footnote *)
 HST 2270 - Community Health. Credits: 3
 (See Footnote *)
 HST 2700 - Marketing Concepts for Health Promotion Professionals Credits: 3
 (See Footnote *)
 HST 2800 - Community Health Research Methods I. Credits: 3
 (See Footnote *)
 HST 3700 - Community Health Behavior Methods. Credits: 3
 (See Footnote *)
 HST 3750 - Health Care Delivery Systems. Credits: 3
 (See Footnote *)
 HST 3765 - Principles of Epidemiology. Credits: 3
 (See Footnote *)
 HST 3800 - Community Health Research Methods II. Credits: 3
 (See Footnote *)
 HST 4250 - Planning Health Programs. Credits: 3
 (See Footnote *)
 HST 4275 - Internship. Credits: 1 to 9
 (See Footnote **)
 HST 4770 - Health Services Administration Credits: 3
 (See Footnote *)
 HST 4910 - Applied Health Communication Credits: 3
 (See Footnote *)

Select 9 Semester Hours

~~HST 2200G - Health Citizenship. Credits: 3~~
~~HST 2600 - International Health Issues. Credits: 3~~
~~HST 2900 - Human Diseases. Credits: 3~~
~~HST 3100 - Terrorism: The Public Health Response. Credits: 3~~
~~HST 3500 - Human Sexuality. Credits: 3~~
~~HST 3560 - Women's Health. Credits: 3~~
~~HST 3910 - Communication in Health Professions. Credits: 3~~
~~HST 4800 - Drugs and Society. Credits: 3~~
~~HST 4890 - Health and Aging. Credits: 3~~

I. Community Health Promotion/Education Concentration

A minimum of 15 semester hours of course work including study in the areas of introductory psychology, mass communications, educational psychology, and school health.

Recommended Minors: Adult Education, Creative Writing, Family and Consumer Sciences, Journalism, Public Relations, Psychology, Communication Studies, Professional Writing

II. Community Health Counseling Concentration

A minimum of 15 semester hours of course work including study in the areas of group dynamics, behavior management, human nutrition and food study, and techniques of counseling and guidance.

Recommended Minors: Psychology, Family and Consumer Sciences (family services)

III. Community Health Administration Concentration

A minimum of 15 semester hours of course work including study in the areas of business administration, American national government, state and local government, and economics. It is highly recommended that students in this concentration pursue a minor in Business Administration.

Recommended Minors: Business Administration, Political Science, Economics.

Footnote:

* These courses must be completed with a grade of "C" or better.

** Students must enroll in a minimum total of 8 semester hours of internship in order to graduate.

(Major GPA based on all health studies courses taken at EIU. The minimum major GPA required for graduation is 2.50, effective Fall 2009.)

Select 12 Semester Hours

- HST 2200G – Health Citizenship. Credits: 3
- HST 2600 - International Health Issues. Credits: 3
- HST 2900 - Human Diseases. Credits: 3
- HST 3100 - Terrorism: The Public Health Response. Credits: 3
- HST 3500 - Human Sexuality. Credits: 3
- HST 3560 - Women's Health. Credits: 3
- HST 3910 - Communication in Health Professions. Credits: 3
- HST 4800 - Drugs and Society. Credits: 3
- HST 4890 - Health and Aging. Credits: 3